

DPD 0642-61

8 February 1961

MEMORANDUM FOR: Acting Chief, Air Section
Chief, Control Center
Chief, Communications Section
Chief, Intelligence Section
Chief, Plans Section
Chief, Requirements Section

SUBJECT: Approval of Personnel Actions

1. There have been many instances in the past when individuals within the Operations Branch have dealt directly with the Personnel Section or with the Acting Chief, DPD, regarding assignment of personnel. I do not doubt that in many cases these actions, without my knowledge, have been to expedite the recruitment or reassignment of personnel in the interest of obtaining needed personnel.

2. While this sort of action may be noteworthy, it tends to confuse the situation thereby resulting, on balance, in delay of personnel action rather than in expediting. For this reason, I want it clearly understood by all Section heads, as well as individuals within the Sections, that henceforth no personnel action will be taken without cognizance of the Chief, Operations Branch. While I realize that I may be absent for short periods from time to time, I nevertheless feel that for long range planning purposes, control and continuity of personnel assignments are important enough to be held until my return.

3. In line with the policy established by the Chief, Personnel Section some months ago, a written comment sheet on nominees for assignment, which usually has a profile and recent ER's attached thereto, is circulated to the Section and Branch Chiefs involved. I

DOCUMENT NO. _____
NO CHANGE IN CLASS. ☒
☐ DECLASSIFIED
CLASS. CHANGED TO: TS S C 2011
NEXT REVIEW DATE: _____
AUTH: HR 15-2
DATE: 18/11/81 REVIEWER: 064540

SECRET

would like the Section Chiefs to review these files and make comments as appropriate. They should then be forwarded for my review before returning through the Acting Chief for his concurrence or directly to the Chief, Personnel Section as may be required.

4. Since all personnel assigned to the Communications Section are recruited directly from the Office of Communications, Chief, Communications Section is exempt from this policy and advising me on contemplated personnel changes will be at his discretion.


Chief, Operations Branch, DPD-DD/P

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